

MINUTES OF THE MEETEETSE CONSERVATION DISTRICT REGULAR BOARD MEETING

1:00 p.m., Monday, June 13th, 2016

Name: Meeteetse Conservation District
Place: District Office, 1906 State Street, Meeteetse
Supervisor(s) Absent: Tracy Renner & Tim Morrison
District Clerk: Ginny Davis
Resource Specialist: Gary Mizer
NRCS District Conservationist: Rory Karhu
Guest(s): Kathy Gilbreath (pending member), Jesus Emmanuel Lopez Vargas (NRCS intern)

Type of Meeting: Regular
Presiding Officer(s): Lionel Ostrander
Supervisor(s) Present: Steve Jones
District Manager: Steffen Cornell
Firewise Coordinator: Bernie Spanogle

CALL TO ORDER by Vice Chairman, Lionel Ostrander, at 1:11pm

1. Approve Agenda and Recognize Guests. **Unable to approve agenda due to lack of quorum.**
2. Approve Minutes from May 9th, 2016 Regular Board Meeting. **Unable to approve minutes due to lack of quorum. Will be carried over to July BOS meeting.**
3. Tim Morrison was reached by telephone and agreed to participate for as long as he could. **Steve Jones moved to continue on to the Treasurer's report. Tim Morrison seconded. Motion passed unanimously.**

REPORTS

4. Treasurer's Report

- LGLP Liability Insurance Deductible. **Board agreed to \$1,000 deductible for lower premium.**
- Chart of Accounts Additions, etc. **Carried over to next month's board meeting.**
- Fund Start-up Reserve for July 2016. **Carried over to next month's budget hearing.**
- Marketing During Park County Fair. Discussion: Rory Karhu confirmed that NRCS will be attending with a booth, and Wilson Renner will be participating. Staff was asked to email Tim and Tracy about MCD's participation during the fair.
- Place Treasurer's Report on file for audit, approve Reconciliations, and pay bills. **Steve Jones moved to place the Treasurer's report on file for audit, approve reconciliations, and fund the Start-up Reserve for Fiscal Year 2017 in the amount of \$95,000 to be transferred to general funds at the July 11th Board of Supervisors' meeting. Tim Morrison seconded. Motion passed unanimously. Bills are pending until Tim Morrison is back in town and available to sign checks. Steve Jones secured approval from banks for paychecks to be processed with one signature.**
- **Steve Jones moved to table any other business of the current meeting until a later date. Tim Morrison seconded. Motion passed unanimously.**

Balance Sheet Summary through June 13, 2016 (as presented at the Board Meeting)

ASSETS			LIABILITIES & EQUITY		
	Current Assets			Liabilities	
	Checking/Savings			Current Liabilities	
	1000 · First Bank of Wyoming	783.62		Other Current Liabilities	
	1001 · Pinnacle Bank Chk - xx01	82,402.53		2100 · Payroll Tax Liability	0.0
	1004 · Firewise - Pinn Bank	22,867.71		2101 · Payroll Liabilities	1,963.84
	1050 · WGIF Local xx00	45,077.38		2120 · Employee Share Benefits	5,971.52
	1052 · WGIF Mixed xx65	14,442.42		Total Other Current Liabilities	7,935.36
	1060 · WGIF- SGPP xx76	8.90		Total Current Liabilities	7,935.36
	1061 - WGIF-Wyo-Ben xx52	3.44		Total Liabilities	7,935.36
	1910 · WGIF Dep Reserve xx73	61.64		Equity	

	1910.03 · BHFC D DepRes xx96	2,824.61			3000 · Opening Bal Equity	452,185.65
	1920 · WGIF NRM&P Reserve xx74	91.70			3900 · Retained Earnings	-174,605.51
	1920.03 · BHF CD- NRM&P Res xx88	28,397.33			Net Income	-28,342.28
	1930 · WGIF Emerg Res Mixed xx75	70.43			Total Equity	249,237.86
	1930.03 · BHFC D Emerg Res Mxd xx70	49,153.20			TOTAL LIABILITIES & EQUITY	257,173.22
	1931 · WGIF Emerg Res Local xx77	64.23				
	1931.02 · BHFC D Emerg Res Local Fnds xx38	10,910.33				
	1931.03 · BHFC D Emg Res Local xx62	0.0				
	1990 · WGIF Startup Res xx72	13.75				
	Total Checking/Savings	<u>257,173.22</u>				
	Total Current Assets	<u>257,173.22</u>				
	TOTAL ASSETS	<u>257,173.22</u>				

Transaction Report as of June 13, 2016

	Type	Date	Num	Name	Memo	Paid Amount
Checking Account Activity						
1000 · First Bank of Wyoming						
	Deposit	05/18/2016		Uinta County Conservation District	WyRED Registration for Briar Harris	175.00
	Deposit	05/18/2016		Michael J & Cody L Campbell	WyRED Registration for Ben Campbell	175.00
	Deposit	05/18/2016		Tamara Vigus	WyRED Registration for Matthew Willadsen	175.00
	Deposit	05/18/2016		Russell F or Tawn T Howe	WyRED Registration for Tawn & Landis Howe	350.00
	Deposit	05/18/2016		Washakie County CD	WyRED Registrations for Four Attendees	700.00
	Check	05/25/2016	Auto	Harland Clarke	Blank Deposit Slips	-37.42
	Deposit	05/31/2016		First National Bank - Powell	Interest - May 2016	0.11
	Check	05/31/2016	3223	Karen R Fenton	Paycheck - May 2016	-76.19
	Check	05/31/2016	3224	Wilson Renner	Paycheck - April/May, 2016	-875.50
	Check	05/31/2016	3225	Gary L Mizer	Paycheck - May 2016	-1,939.96
	Deposit	05/31/2016		Pinnacle Bank	Reimburse MCD for Bernard S Spanogle Indirect Payroll Expenses	21.20
	Deposit	06/01/2016		Shelby Lee Boyd	WyRED Registration for Joselyn Boyd	175.00
	Deposit	06/01/2016		Laramie Rivers CD	WyRED Registration for Martin Curry	175.00
	Deposit	06/01/2016		Uinta County CD	WyRED Registration for Grant Redden	175.00
	Deposit	06/01/2016		Joseph or Cari Sue Covolo	WyRED Registration for Cari Sue Covolo	175.00
	Deposit	06/01/2016		Quinn or Chris Ann Walker	WyRED Registration for Torri Walker	175.00
	Deposit	06/01/2016		Annalisa or Dana Beck	WyRED Registration for Broderick Thomas	175.00
	Deposit	06/01/2016		Justin or Kristi Ellis	WyRED Registration for Carson Ellis	225.00
	Transfer	06/09/2016		WGIF [customer]	Xfr WGIF Mixed Funds to First Bank to cover MCD's monthly expenses	17,000.00
	Check	06/13/2016	3226	Karen Fenton	Reimbursements - May 2016	-23.54
	Check	06/13/2016	3227	Park County Treasurer (Vendor)	Registration - Flatbed Trailer	-43.21
	Check	06/13/2016	3228	Hayden-Wing Associates, LLC	Invoice #5195	-9,221.58
	Check	06/13/2016	3229	Idexx Laboratories	Invoice #3003158667	-291.05
	Check	06/13/2016	3230	Wea Market	Receipt #2063 & 4255	-28.83
	Check	06/13/2016	3231	Gary Mizer	Reimbursement - May 2016	-536.76
	Check	06/13/2016	3232	Pinnacle Bank - VISA	Account Ending in 0533 - Stephen S Jones	-26.35
	Check	06/13/2016	3233	Pinnacle Bank - VISA	Account Ending in 5805 - Steffen C Cornell	-1,066.46

	Check	06/13/2016	3234	WY SRM	Wy RED Registrations	-3,210.00
	Check	06/13/2016	3235	CLS America	Invoice #CIN1605USA00440	-1,139.80
	General Journal	06/13/2016	je120	United States Treasury	941 Deposit - 2nd Qtr 2016 - Paid by EFTPS 6/14/16	-1,756.62
Total 1000 · First Bank of Wyoming						-401.96
1001 · Pinnacle Bank Chk - xx01						
	Check	05/18/2016	3165	Pinnacle Bank - VISA	VOIDED - check was mangled so made payment on-line for \$511.47	0.00
	Check	05/31/2016	3168	Steffen C. Cornell	Paycheck - May 2016	-2,817.58
	Check	05/31/2016	3169	Virginia L. Davis	Paycheck - May 2016	-1,606.66
	Check	05/31/2016	3170	Bernard C. Spanogle	Paycheck - MCD - May 2016	-41.76
	Transfer	06/09/2016		WGIF [customer]	Xfr WGIF Local Funds to Pinnacle Bank to cover MCD's monthly expenses	10,000.00
	Check	06/13/2016	Auto	Town of Meeteetse	May 2016 Utilities	-121.70
	Check	06/13/2016	Auto	Black Hills Energy	May 2016 Gas Utilities	-48.62
	Check	06/13/2016	Auto	TCT West Inc.	May 2016 Telephone & Internet	-228.96
	Check	06/13/2016	3171	BCBS	07/01/2016-08/01/2016 Premium for SC & VD	-2,341.11
	Check	06/13/2016	3172	Orchard Trust	Plan # 93001-02 D 354	-150.00
	Check	06/13/2016	3173	Wyoming Retirement System	Agency # 564 May 2016 Contributions	-1,065.64
	Check	06/13/2016	3174	Local Government Liability Pool	Invoice #10478	-1,733.00
	Check	06/13/2016	3175	Schatz Accounting Services	Invoice #2669	-45.00
	Check	06/13/2016	3176	Extra Mile Landscapes	Invoices #227 & 246	-130.00
	Check	06/13/2016	3177	Meeteetse FFA	FAA Sponsorship	-75.00
	Check	06/13/2016	on-line	Pinnacle Bank - VISA	Account Ending in 2752 - Virginia L Davis	-468.72
	Check	06/13/2016	Auto	Big Horn REA	1033701	-150.00
	Deposit	06/13/2016		Park County Treasurer	Mill Levy - June 2016	78,569.48
Total 1001 · Pinnacle Bank Chk - xx01						77,545.73
1004 · Firewise - Pinn Bank						
	Check	05/31/2016	1067	Bernard C Spanogle	Paycheck - April/May 2016	-54.15
	Check	05/31/2016	1068	Meeteetse Conservation District	Reimburse MCD for Bernard Spanogle's Payroll Liabilities	-21.20
	Check	06/13/2016	1069	Verizon Wireless	242040822-00001	-65.97
Total 1004 · Firewise - Pinn Bank						-141.32
Total Checking Account Activities						77,002.45

Clerk's Report – Ginny Davis

- Request for Vacation Days – June 17th, 2016 and June 23rd & 24th, 2016. **Steve Jones moved to approve the requested days off. Tim Morrison seconded. Motion passed unanimously.**

Firewise Coordinator Report – Bernie Spanogle (report on file)

- SNF Travel Management meeting on May 20, 2016 in Cody. Bernie will not be able to attend but will put together questions for Steve and Steffen to present.

NRCS Report – Rory Karhu (report on file)

RT Report – Wilson Renner (report on file)

- Will put together letter to FFA thank you for use of welding shop and supplies

RS Report – Gary Mizer (report on file)

DM Report – Steffen Cornell (report on file)

- Overtime vs comp time for RT & RS. Working over 40 hrs/wk and keeping track of comp time as of now. **Topic carried over to next month's meeting.**
- Grant Proposals**

➤ **ADMB – Awarded \$25,000**

- **LWG – Awarded \$0 Steve Jones moved to send Seth Harju’s letter to the LWG board. Tim Morrison seconded. Motion passed unanimously.**
- **SGIT – Awarded \$0 Another RFP in July, 2016**

Tim Morrison exited the meeting.

- New laptop – discussed needing another one that will stay in office for meetings, etc.

Steve Jones rescinded his previous motion regarding tabling issues and suggested calling Tracy Renner to find out when or if he will be able to attend and if not, is he available to vote on a couple of issues. Tracy agreed and attended via telephone for the following issues.

- District truck - Discussion: Steffen Cornell is agreeable to selling a 2013 F250 extended cab, very clean, 124,000 miles, mostly highway miles, towing capacity, gas engine, grill guard, good tires, off-road package, tow mirrors, blue tooth, radio, AC. \$16,000 asking price, book is \$19,500. 3 guys drove a diesel in Thermopolis, but it was older, had more miles, and according to a couple of mechanics, has a problem engine. Steve can see buying the truck and getting rid of the Escape. Tracy agreed. Lionel suggested that a gas engine is easier to maintain than diesel. No time line for Steffen, but he talked of the need to move before the next board meeting. **Steve Jones moved to purchase the truck from Steffen Cornell before the end of July. Tracy Renner seconded. Motion passed unanimously.**
- Sale of Escape – put up for bid. Any and all bids accepted. **Tracy Renner moved to advertise the Escape. Steve Jones seconded. Motion passed unanimously**
- Another ATV. Discussion: would allow two people to use ATV’s in separate area. Topic tabled until next BOS meeting.
- Hire PT laborer. Discussion: 80 to 100 hours total during the summer at \$10 - \$12/hr. **Steve Jones moved to allow Steffen to hire PT help to take the load off. Tracy Renner seconded. Motion passed unanimously.**

General - None

OLD BUSINESS

Budget – Discussion: Steve showed the major updates from the Proposed Budget to the Final Budget. All attending BOS members agreed to the changes.

NEW BUSINESS

Discuss Urban Agriculture Conservation Initiative & RFP. Steffen read Tim’s notes and MCD doesn’t care to participate.

Public Comment Being Accepted for Joint Bighorn Sheep/Domestic Sheep Rule. (Steffen had forwarded to BOS) Tracy to review and draft comments if applicable. Steffen to check with Sean about comments, etc. Steffen talked to Amy about F&G camper. It’s been suggested that all 3 entities share in the cost of camper maintenance. Woolgrowers, F&G and MCD. No decision was made. Topic will be carried over to next month’s meeting.

Review Calendars for June and July


Budget Hearing – **July 11th, 2016 at 1:00pm**

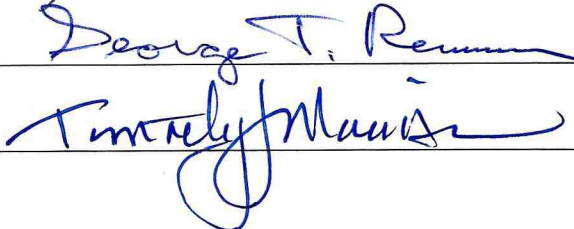
Next Regular Board Meeting scheduled for **July 11th, 2016 at 1:15pm.**

ADJOURNED at 4:14pm

Date: 7/11/16

Authorized signatures:



 George T. Renner


 Timely Morris